

Step-by-Step Guide

Modifying Shopping Carts in CU Marketplace

In This Guide

The procedure to modify items sometimes differs between hosted catalog items, punch-out catalog items, and form items.

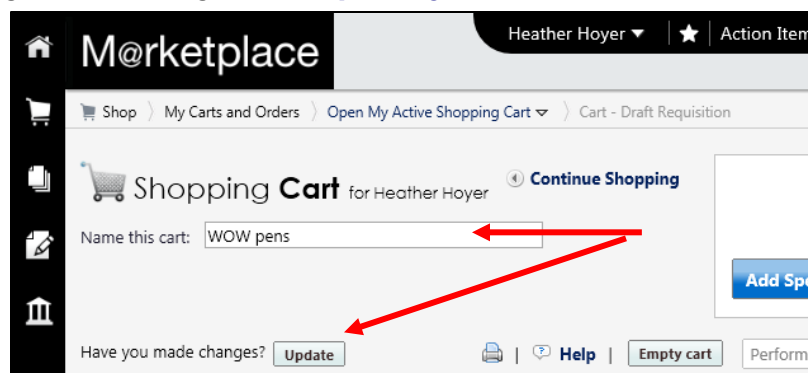
This guide discusses:

- ✓ Renaming shopping carts
- ✓ Modifying hosted catalog shopping carts
- ✓ Modifying form shopping carts
- ✓ Adding items to shopping carts
- ✓ Modifying punch-out catalog shopping carts

Renaming Shopping Carts

Every shopping cart receives a default name. We recommend that you rename your shopping carts to better identify your shopping cart's contents and to locate the subsequent requisition/order. This is especially helpful if you have multiple shopping carts in progress at once.

1. Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts** and select the appropriate cart.
2. Enter your shopping cart's new name in the **Name this Cart** field.
3. Click the **Update** button to save your shopping cart's new name.



Adding Items to Shopping Carts

To add items to your shopping cart, simply continue to shop. If you have multiple shopping carts in progress, you must first make the appropriate shopping cart your active cart. Use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts** and click on the shopping cart name; that is now your active cart.

A shopping cart can contain items from multiple catalog suppliers. However, approval requirements are determined by your shopping cart total. Here are some things to consider:

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- Financial approval, and Sponsored Project approval for Fund 30/31, is required for all shopping carts over \$5,000.
- PSC approval is required for shopping carts over \$5,000 that contain a form.
- PSC approval is also required for shopping carts over \$10,000 that contain only catalog items.

Modifying Hosted Catalog Items

Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts** and select the appropriate cart.

To change the quantity, enter the correct quantity and click **Update**.

Product Description	Unit Price	Quantity	Total
Reaction Vessel Assembly Chemical Reagent, Standard, and Packaging Material Silver Vanadate, 40g, PerkinElmer Instruments Item added on Jun 16, 2011 Add to Favorites Remove More Actions	704.00 USD 1/EA, EA	3 Update	2,112.00 USD

To remove an item, click the **Remove** button to the left of the item.

Modifying Form Information

Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts** and select the appropriate cart.

Product Description	Unit Price	Quantity	Total
maintenance agreement Item added on Jun 16, 2011 Add to Favorites Remove More Actions	1,549.00 USD EA	1	1,549.00 USD

(noted by the small form image)

Click the description link or form image to open the form. Make the necessary changes, and save using the **Available Actions** dropdown.

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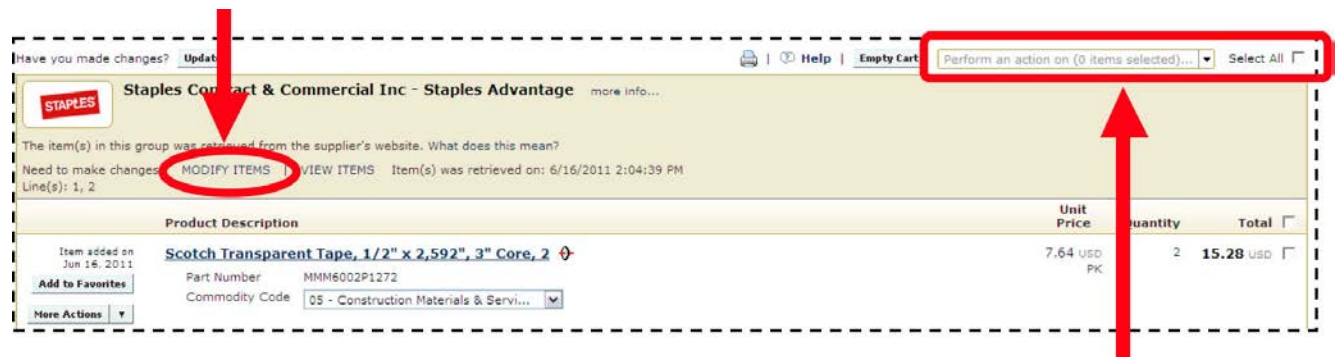
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Modifying Punch-out Catalog Items

Access your shopping cart by clicking the shopping cart link in the upper right corner of the page...or use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts** and select the appropriate cart.

If the **Modify Items** link appears...

Click the **Modify Items** link to be transferred back to your punch-out session on the supplier's website. Modify your items and checkout to return your shopping cart to the CU Marketplace.



If the **Modify Items** link *doesn't* appear...

This supplier doesn't allow you to modify your punch-out session. You need to delete all of the items in your shopping cart from that supplier. To do this, select each item using the checkboxes on the right side and use the **Perform an action on** dropdown to select *Remove Selected Items*. Begin a new punch-out session.

Deleting All Items from Shopping Carts

To completely empty your shopping cart, click the **Empty Cart** button.

